

CAREER OPPORTUNITIES

PLEASE POST

REQUISITION # 20040014

CITY OF ROCHESTER, MINNESOTA **BUILDING SAFETY DEPARTMENT**

- (XX) Open to new applicants
- (XX) Open to current City employees for promotion
or transfer
- (XX) Open to current temporary City employees

POSITION TITLE Plans Examiner DEPARTMENT Building Safety

OPENING DATE April 14, 2004 CLOSING DATE April 27, 2004 5:00 PM

STARTING SALARY RANGE \$50,271 – \$62,839 per year (depending on qualifications)

HOURS PER WEEK Full-time DATE POSITION IS TO BE FILLED: as soon as possible

JOB DESCRIPTION: see attached

QUALIFICATIONS: see attached

DESIRABLE SKILLS OR EXPERIENCE: see attached

APPLICATION PROCEDURE: APPLY Human Resources Department
201 4th St SE Room 295, City Hall
Rochester, MN 55904
507/285-8074
HumanResources@ci.rochester.mn.us

Monday - Friday, 8:00 A.M. - 5:00 P.M.

EQUAL OPPORTUNITY EMPLOYER

The City of Rochester is an Equal Opportunity Employer and as a result all applicants are considered without regard to age, race, color, creed, religion, national origin, sex, disability, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission. The City of Rochester believes in and follows the principle of nondiscrimination in employment and intends to comply with all federal and state laws.

AN EQUAL OPPORTUNITY EMPLOYER

CITY OF ROCHESTER
PLANS EXAMINER
BUILDING SAFETY DEPARTMENT

NATURE OF WORK

This work involves a high degree of responsibility and technical competency within a sub-professional framework both in the office and field, including reviewing proposed building plans and specifications for conformance to the State building code, and coordinating and verifying code compliance of buildings during construction, as well as of existing buildings. An employee in this position is primarily responsible for plan checking activities in the Plan Review Division and the review of plans for proposed projects. Work is performed under the direct supervision of the Manager Plan Review and Permit Services. Independent judgment is exercised.

MAJOR FUNCTIONS/TASKS

- *A. Review plans and specifications of proposed buildings for conformance to the building code, including determination of valuation, compliance of building design with requirements for occupancy and construction type, compliance of building details with the requirements for basic structural provisions, exits, accessibility, energy conservation, fire-resistivity and other life-safety regulations.
- *B. Coordinate plan reviews from initial to final stages with the structural, heating, plumbing and electrical plan reviewers and other related agencies.
- *C. Confer with engineers, architects, contractors, designers and others concerning the subsequent corrections and revisions of plans as necessary for compliance to the code and the issuance of a building permit.
- *D. Inform parties involved in design or construction of building code requirements to ensure compliance in early planning stages.
- E. Perform inspections during building construction as directed or required to ensure code compliance on the jobsite.
- F. Coordinate code requirements with inspectors where interpretation is required for highly technical or complex matters.
- G. Perform related work as required, including presenting findings related to plan review to the Board of Appeals.

* ESSENTIAL FUNCTIONS

Minimums Qualifications:

Education: One year post-secondary in the area of building inspection technology or civil engineering technology. Two years of experience in building construction, including thorough knowledge of building construction drawings, specifications and building code provisions may be substituted for the one-year post-secondary education.

And

Experience: Five (5) years experience in building construction or in the review of building plans for compliance to the State Building Code.

Special Requirements

Must possess or have ability to obtain within six (6) months from the date of hire, current professional license and/or certificate related to plan review.

Must possess and maintain a valid Minnesota driver's license.

KNOWLEDGE, ABILITIES AND SKILLS

Thorough knowledge of appropriate customer relations principles

Thorough knowledge of the Uniform Building Code

Knowledge of basic structural engineering principles relating to all types of building construction.

Knowledge of building construction methods and materials.

Knowledge of basic functional design of buildings.

Ability to read and interpret plans and specifications.

Knowledge of computer basics/usage.

Ability to maintain a working relationship with all parties involved in building design and construction.

Ability to exercise thoroughness, impartiality, good judgment, integrity.

Ability to communicate effectively in oral and written form.

IN COMPLIANCE WITH THE AMERICANS W/DISABILITIES ACT THE FOLLOWING REPRESENTS THE PHYSICAL AND ENVIRONMENTAL DEMANDS

This position requires a majority of the time spent seated (up to 75% of the day). The remaining time is spent walking or standing with very little lifting required.

Weight of objects to be lifted, carried, pushed or pulled varies from approximately ten (10) to fifty (50) pounds.

Handling of objects is often required but rarely is any kneeling, bending, stooping or climbing required.

Audio, visual and verbal functions are vital aspects to performing this position and the ability to operate a vehicle may be required.

(A breakdown of the physical and environmental demands is available on the "Job Analysis of Physical and Environmental Demands" in the Human Resources Department)